

**Division of Consolidated Laboratory Services
600 North 5th Street
Richmond, Virginia 23219**

**Instructions for Submission of
PERK Evidence in Cases
Without Law Enforcement Reporting**

In accordance with Executive Order 92 (2009) the Division of Consolidated Laboratory Services (DCLS) shall accept and store the Physical Evidence Recovery Kit (PERK) in cases of sexual assault where the person elects not to make a report to law enforcement.

Below are instructions for packaging and submitting the PERK to the DCLS.

1. Evidence collected must be packaged within the PERK box only. Items not included in the PERK box will not be accepted, including drug screen specimens, bags of clothing or other items.
2. The PERK shall be sealed on all four sides with evidence tape or in the absence of evidence tape, a packing tape of sufficient strength to maintain a seal. All four sides of the seal shall be initialed by the healthcare provider such that part of the initials is on the surface of the box and part on the surface of the tape. The integrity of the seal must be able to withstand the rigors of shipping.
3. Clothing and/or other evidence will not be accepted unless sealed in the PERK box.
4. **No liquid biological specimens such as blood or urine will be accepted.**
Refrigerated storage is not available
5. **The healthcare provider will ensure that the victim receives a written copy of the Consent for the Release of Evidence Form with the unique PERK identifier number attached. This unique PERK identifier number can be found within the box on a sheet of peel off, self-adhesive stickers. The victim will be advised that this unique number needs to be provided to law enforcement should the victim choose to make a report.**
6. The healthcare provider should affix the PERK number onto the outside of the PERK box in the designated space, so that is clearly visible.
7. After the procedures stated above are completed, the PERK shall be placed into a sturdy shipping box. The shipping box should be approximately 12" x 10" x 4". Place one of the unique numbered PERK labels to the outside of the shipping box directly beneath the return address. Legibly write the date of collection below the numbered label. (see attached photographs)
8. Upon the completion of Step Number 7, send the box via **U.S. Postal Service Certified Mail** to DCLS at the following address:

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The DCLS will only store the evidence in these non-reported sexual assault cases. PERKs will not be opened. The evidence will remain in storage for a period of 120 days from receipt of the PERK. In the event the victim decides to report the assault, the investigating law enforcement agency shall request the evidence from the DCLS using the Request for Evidence Form to include the updated police report or case number indicating the victim is now reporting the crime.

If you have any questions about evidence submission, please contact Dr. Tom York (804-648-4480 X 151) or Grier Mills (804-648-4480 X 154).